

Weekly Report to the City Council for the Week of

February 22 – February 26, 2016

Administrator

WEEKLY REPORT TO THE CITY COUNCIL FOR THE WEEK OF

Feb. 22 to Feb. 26, 2016

City Administrator's Office

City Administrator (CA) Stewart met with CFRPC planner Jeff Schmucker to review draft text amendments to enable residential in B2 zoning. These draft amendments relate to the changes necessary to allow residential in the downtown by other than Special Exception.

The CA and HR Director Lowe met with representatives Pam Stone and Lew Ambler of PGIT to review an update on the city's loss history and actions to improve the same.

The CA participated in a Florida City County Management Association Conference call for its MIT Committee.

The CA attended the DeSoto County Tourist Development Council Board meeting.

The CA attended the DeSoto County Community Conversations session held at the Turner Center Exhibit Hall. Several questions about city operations were raised and the CA provided a response.

Utility Director AJ Berndt and the CA met to discuss a possible Municipal Services Zone Designation for the city.

The CA visited the Whidden and Polk intersection regarding a report from the PW Director regarding an abandoned pipe under the road with a strong petroleum smell. Work was halted until the pipe could be assessed and the DEP notified. It was discovered the pipe empty and was clay. As a result the odor was likely from the old gas station that was on the corner lot in the past. The DEP did visit the location several days later and examined old pipe which was removed.

Weekly Report for the Week Ending February 26, 2015

2/23/16 Approved a ROW Application for Century Link to place 2.445 feet of buries fiber optic cable from the South ROW of E. Oak St. to 108 S. Polk Avenue.

2/23/16 Approved a ROW Application for Century Link to place 236 feet of buried cable and 45 feet of HPED DIR-BORE under the road starting at the existing easement along NE oak Street and under NE Oak Street.

2/24/16 Emailed Mr. Ted Zolkos the dates for the Planning and Zoning and the City Council meetings for the amended rezoning application for 102 N. Brevard Avenue and 110 N. Brevard Avenue.

2/24/16 Received a Zoning Certificate from Jose Garcia to place a fence, a shed, a driveway, and a paved area on the property located at 112 Bridle Path.

2/24/16 Andrew Crites with Turner Realty sent a request to provide verification of the development standards regarding lot width and lot size requirements for property located at S. Sumter Street, Arcadia, FL. 34266 (Parcel ID: 25-37-24-0012-0540-0080). 2/25/16 An email was sent to Mr. Crites verifying the information that was requested.

2/25/16 Spoke with Darbi Ellis and requested an amended site plan for the property located at 307 Alabama Avenue. 2/25/16 Mr. Ellis provided an amended site plan.

2/26/16 Received a Zoning Certificate from Patricia Caudill to place a shed on the property located at 503 Sunset Avenue.

Continued to renew the City of Arcadia Local Business Tax Receipts.

Answered planning and zoning questions from the public.

To: Mr. Stewart, City Administrator
From: Shelley Peacock
Date: 2/26/16

WEEKLY REPORT FOR THE AIRPORT

Waiting on Guardian Fuel Tecs to come back out to install new part V-10 for dispenser that keeps getting loose at the Fuel Farm but part was bad. Will send out Fuel Technician when they receive new part.

Preparing FAA reimbursement no. 2 for Airport Master Plan & Airport Layout plan.

FAA reviewed and made recommendations to re-do the taxiway B design pre-ap. FAA came back with changes that were needed by Hanson Professionals. Pre-AP that was used needed minor changes, Hanson spoke with Miguel Martinez with FAA to get the most current Pre-App. All changes made and submitted back to Mr. Stewart for signature. Pre-AP was sent to Miguel Martinez 2/26/16. FAA advised they will need an independent cost estimate for design services.

Fuel Farm Electric Hose Reel- I have received and reviewed measurements for the electric hose reel. Due to our purchasing policy, it is required to receive two other quotes from other companies if the amount exceeds one thousand. Working on quotes. Seems to be difficult to get quotes from others trying to match specs with Hannay hose reels.

Working on quotes for 60X60 metal maintenance buildings. This building can allow more space and operations to take place at our airport. The quotes that I receive will be a standard with an opening that will allow entering the full width of the building as much as possible. Several quotes will be obtained for height. So far I have been working with Dean Metal Buildings from Ft. Myers.

Pancake Fly in Event Saturday February 20th, was a success! Nice turnout and no parking issues.

Mailed out hangar rent invoices for March. Included invitations for Friends inviting all hangar tenants to bbq dinner rodeo weekend.

Responded to FAA's email to the Berry's that I was copied on. FAA made it clear that it is unsafe and not recommended to spray on airport property. They have been advised. Berry's replied they will go somewhere else to spray.

Ordered two signs from Desoto Sign. One sign for gate will read authorized vehicles beyond this point only, other sign is for entering A.C Polk JR Drive letting vehicle traffic know this road is shared with Planes, use caution.

Coordinate with FAA and FDOT to visit our airport. They are coming out this week Thursday March 3, 2016. They will go over our Airport Layout Plan, and walk around to see our airport. This is good news, not sure of the last time they have been to our airport.

Preparing for their visit. James Arndt's from public works, street department is helping with the mowing.

The Berry's mentioned in email the wheel on the gate was not working. This was a new wheel that was replaced by Public Works Director Steve. Steve took care of wheel again, now working as it should. Gate will remain closed to keep vehicle traffic from going onto ramp area for safety.

Mr. Stewart received two certified letters from The Berry's. Forwarded both letters to City Attorney TJ.

Received a complaint letter from Rickey Hilton regarding his meeting with The Berry's and making me aware of his concerns regarding The Berry's flying patterns, altitude and the improper use of using the unicom radio, that is intended for flight traffic. Copy of letter was sent to FSDO (Flight Standards District Office). FAA will contact me regarding this issue. We will need to enforce flight pattern altitude, AND direction of traffic pattern. This will help keep everyone safe taking off and landing.

WEEKLY REPORT TO THE CITY ADMINISTRATOR FOR THE WEEK OF

Feb 21, 2016 – Feb 27, 2016

Code Enforcement

2/22 – Preparing work shop for International Property Maintenance Code.

2/26 – Spoke to Sharon at the County Code Enforcement about the number of case that they have logged since the beginning of the year. Total new case logged is around 100.

She stated that they have a total of 350 open cases. The make-up of these cases are a combination of cease & desist cases, cases that have been corrected but the fines have not been paid, cases that have open liens also any actions that may be done by the code

enforcement officer such as lien search and property searches. Building permits and violation are also a part of these 350 cases.

Code Enforcement Action Counts
For Date Period From 02/21/2016 Through 02/27/2016

Action	Count
Courtesy Notice	31
Verbal Warning Given	1
Other	1
Total	33

Code Enforcement Violation Counts
For Date Period From 02/21/2016 Through 02/27/2016

Violation	Count
Delinquency or Failure to Obtain License (a)	29
Abandoned or Inoperable Vehicle	2
Occupational License required (1)	1
Total	32

Finance Department

To: Terry Stewart

From: Beth Carsten

Date: Monday, February 29, 2016

Subject: Weekly report for Finance for week of February 22-26, 2016

Highlights for the Week:

Revenue Receipts:

Water & Sewer – \$88,180.42

Meter Deposits - \$900.00

Airport Rent - \$399.24

Golf - \$6,989.68

Mobile Home Rent & Laundry – \$1,365.00

Building Permits - \$130.00

City Fines: \$0

Impound: \$0

Cemetery - \$0

Misc - \$15.00

Business Licenses - \$0

State of Florida - \$1,367.90

Payroll:

N/A

Accounts Payable:

(2 check runs were done this week one of Monday, February 22 (actually for the week of 2/15 and one on Friday, February 26)

- Entered 357 invoices and processed 105 checks totaling \$317,601.63
- Issued 16 Purchas Orders
- Issued 4 Blanket Purchase Orders
- Issued 4 checks in the amount of \$4,136.14 for Airport

Updates on projects and tasks:

- Continued 2014-15 audit work – Auditors were here on Monday (2-22) & Thursday(2-25). Staff worked with Daniel Anderson from Mauldin & Jenkins. We made a lot of progress and auditors have stated that there is a noticeable improvement in where we are this year compared to last year. Daniel will be back in Finance Office on March 1st and 3rd.
- Finalized Paving bid. Invitation for Bid was posted on 2-26-16 and will go in paper 3-3-16. Working to finish Golf Netting Bid. Pre-Bid meeting will be Tuesday, March 8th.
- Working on RFQ for Airport for Council review and approval.

Meetings/Events:

Attended Community Conversations.

City Clerk**MEMORANDUM**

To: Terry Stewart, City Administrator

From: Penny Delaney, City Clerk

Date: February 26, 2016

Re: Weekly Report

During the week of February 22-26, 2016, I performed the following:

- attended the weekly staff meeting on Monday, February 22, 2016, and updated the Action Item Review Registry
- amended the City Council agenda for March 1, 2016 to include the request of approval for the Annual March Rodeo Parade on March 12, 2016 and provided the amended agenda along with the agenda item to City Council, department heads and other interested parties along with placing same on the City's website.
- changed format of Resolution 2016-04 (supporting adequate funding of the Low Income

Home Energy Assistance Program – LIHEAP) to match City’s formats of other resolutions, forwarded same to City Attorney for execution, received from City Attorney and met with Mayor to complete execution, scanned resolution and provided same to Steve Whitworth, FPL Special Consumer Services West Area Manager

- started compiling the March 15, 2016 City Council packet
- placed the signed minutes of the February 2, 2016 City Council meeting and the Weekly Report to City Council on the City’s website
- prepared the City Council Monthly Committee Report for the month of February and provided same to the City Administrator
- continued researching various documents to include agreement with School Board regarding old Fire Station No. 2, agreement regarding rodeo grounds and agreement regarding old football field
- prepared requisition and registration documentation for three (3) webinars to include the following: Basics of Records Management on March 16, 2016, Disaster Preparedness and Vital Records on March 23, 2016, and Electronic Records Management on March 30, 2016
- provided public records request regarding JACIP (Joint Airport Capital Improvement Program)
- prepared requisition regarding codification of ordinances and LDR and discussed same with Carl McQuay and Christine Blattner. After discussion, decided there was a need to review contract to determine if a modification is needed in the requisition

Human Resources

CITY OF ARCADIA

INTER-OFFICE MEMORANDUM

DATE: February 29, 2016

TO: Terry Stewart, City Administrator

FROM: Linda Lowe, Human Resource Manager

SUBJECT: Weekly Report – February 22 - 26, 2016

Attended and participated in the weekly Director's Meeting on Monday morning, February 22.

Efforts continued to make the final adjustments for all uniforms. Size changes are being made and some style adjustments are being made as well. The company representative brought several styles of slacks for our ladies to try. Every effort is being made to find a resolution to the problem of the slacks not fitting some of the employees.

Selections were made for the two part time employees in the Streets Department (pot hole workers). Employees will begin employment on Monday February 29. Efforts will continue to secure employees for the vacant positions in the Parks Department and Sanitation

I attended a meeting with the City Administrator, Pam Stone from PGIT, and Lew Ambler of DeSoto Insurance. Ms. Stone is very encouraged at the direction the City is headed. She reminded us of the TIPS program and encouraged the City to submit items for re-imbursement. We will submit the recent pedestrian signs that have been purchased.

A Safety Committee is being started. The City Administrator will select those to participate in this committee.

Position Descriptions are being forwarded to Ms. Wingo for the Classification and Compensation study. Ms. Wingo has indicated she will be contacting me in the very near future to set up the next step in this process.

Efforts are continuing to make adjustments to the Health Care Insurance issues. There are three (3) issues that remain to be resolved. Mr. Guidry has indicated these issues are close to being resolved and the necessary adjustments made.

Water Treatment Plant

Weekly Summary Week Ending 2-27-16: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder)

- February 20, 2016 (Saturday) – Redzone Robotics setting up in the morning. Clean out vacuum cleaner dirt. Continue hose spraying dirt and bugs off top of plant building/Turner rd. side. Sprayed and cleaned all inside doors. Flushed hydrants around Marshall St. neighborhood.
- February 21, 2016 (Sunday) – Finish hose cleaning Turner rd. side of water plant building top. Flush hydrant behind tractor supply. Clean outside windows with window cleaner device.
- February 22, 2016 (Monday) – Blew off pavement and chlorine and ammonia rooms. Hose down salt area. Clean, sweep, vacuum, water plant.
- February 23, 2016 (Tuesday) – Change filters in chem scans. Clean, sweep, vacuum, water plant. Sweep, mop, chem scan room.
- February 24, 2016 (Wednesday) – Clean algae off of chem scan room. Clean out filters in VFD's in electric room. Take bact. samples to lab.

- February 25, 2016 (Thursday) – Open GST hatch on top to air out CL2 fumes. Clean Booster pump #3 VFD and vacuum out panel. Rinse bugs off waste tanks. Replace air compressor filters. Sprayed waterplant top and bottom and around generator for bugs. Hose down salt area. Clean windows. Clean, sweep, mop, vacuum, water plant.
- February 26, 2016 (Friday) – Flush and get samples from hydrant at san juan bosco, turn on N. Arcadia ave, and dead end of Delaware St. Spray for bugs around waste tanks and vessels. Clean,sweep,vacuum,water plant.

Waste Water Plant

(Dave Jones, Donald Saftenberg, Jim McKernan, Gordon Cogswell)

- February 20, 2015 – (Saturday) – Normal plant operation -- Tripped East digester float to allow sludge to settle . Batched LC–214 polymer in mixing tank , transferred to day holding tank . Reset conveyor on top of pre treat .
- February 21, 2015 (Sunday) --- Normal plant operations -- Started decant of East digester , pulled all clear water from top of settled sludge , raised decant tube – aerators on . Batched LC–214 polymer in mixing tank , transferred to day holding tank . Lowered flow gate between trickling filter recycle and clarifier feed station to allow chemical pumps a steady run . Air lanced sand filter drop tubes , cleans any obstructions allows sand to drop even in bays .
- February 22, 2015 (Monday) --- Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 pump “B” , Compressor # 2 , and Hydro pump # 2 in service . Cleaned bar screen on top of pre treat . Replaced clamp on North clarifier scum pit discharge line to secure line from shaking while pumping . Filling in hole from CL2 INF. feed line repair , finally had dried up from lack of rain . Order placed for shipment of LC–300 chemical used as aid to settling in clarifiers . Started sample pulls for Bio–Assay at plant discharge , 4 (1 gal.) pulls total , one gal. pulled every 6 hours . Pulled float wire for shut off at Lincoln Park lift station , to remove float pole and hang floats on station hardware .
- February 23, 2015 (Tuesday) --- Batched LC–214 polymer in mixing tank and transferred to day holding tank. Broken air feed line to sand filter lift tube , isolated and repaired same . CL2 pump “ C ” air bound , bleed gas off of bleach feed lines , pump primed and back in service . Run collected Bio-Assay sample to Marine Co Bio-Assay Lab in Sarasota . Raked up area filled in from CL2 bleach line repair. Called Guardian Equipment for yearly maintenance of SO2 injection system at reuse facility . Plant maintenance working on power feed to plant EFF. meter , found broken feed wire repaired same , back in service . East/West clairifier scum pit overflowing , sludge pumps off , notified supervisor .
- February 24, 2015 (Wednesday) --- Set weekly composite samplers (plant INF. and plant EFF.) per D.E.P. permit . Placed CL2 tablets out in area of sludge scum pit over flow for spot disinfection of sludge . Systems department here with valve operator to work on seized up valve , broke free , have sludge line isolation valve

working smooth .

- February 25, 2015 (Thursday) --- Batched LC – 300 polymer in mixing unit and transferred to day storage tank . Pulled weekly samples (Plant INF. and Plant EFF.) Per D.E.P. permit , Sent weekly samples with Short Lab driver . Tripped East digester float for sludge settling . Pressed 24 tons of sludge (48,000 lbs.) during work week from East digester , sent to county land fill used for top cover . Turned on / placed in service , East and West clarifier sludge pumps . Odyssey bleach delivery was called to cancel this weeks shipment of bleach , pulling down CL2 holding tank for inspection . Dipped out plant EFF. pumping station of floating debris . Pulled scum pit pump on East/West clarifier , tested unit , was burnt out to be sent for rewind and bake .
- February 26, 2016 (Friday) --- Filled Plant truck #1 with fuel for upcoming weeks use, fill ticket to garage . Received LC—300 chemical delivery , off loaded to storage tank , received 4,000 gals. Started decant of East digester , pulling clear water from top of settled sludge . Batched LC – 214 polymer in mixing tank and transferred to day holding tank . Reuse pump turned on to water North Arcadia ball fields , Saturday morning . Systems here with Vac Truck to clear scum pit on East/West clarifier , cleaned up area of settled sludge , shoveled to suction end of pipe cleared roadway .

Public Works

Public Works Recap for Week 2/20/2016 thru 2/26/2016

Streets

Trimmed cabbage palm at the Habitat Restore on the corner of Hickory and Polk. Repaired the gate wheel on the terminal gate at the Airport. Filled pot holes throughout the city. Trimmed trees on Monroe and picked up 14 full loads of brush. The DeSoto County Road & Bridge Dept. gave instructions and a demonstration on installing flashing “Speed Limit” sign bases.

Sanitation

Daily garbage routes were picked up as normally scheduled. A Sanitation employee spent an entire day taking and bringing back one of the Sanitation garbage trucks to Clearwater for mechanical work that was covered under warranty.

Parks

Picked up trash at all City parks. Mowed at Jim Space and along Turner and Gibson. Put the seat back on the teeter totter at Jim Space. Picked up pick nick tables from the high school and placed and anchored them down at Jim Space. Began trimming trees along the highways per DOT standards. Placed barricades downtown for the antique fair. Cleaned down town area.

Garage

PM performed along with front and rear sway bar bushings and left front lower ball joint being replaced on a PD vehicle. PM performed on a PD vehicle. New wiper blades and a left front turn signal bulb replaced on a Systems vehicle. Replaced two front struts on an Administration vehicle. Replaced wheel bearing seals in two wheels on a mower at the Airport. PM performed on a Cemetery mower. PM and replaced starter on a Parks mower. Road call to Systems yard to jump off a Systems truck. Cleaned throttle body on a Systems truck.

DCI Inmates

MONDAY: Threw trash onto back of garbage truck.

TUESDAY: Threw trash onto back of garbage truck.

WEDNESDAY: No inmate crew.

THURSDAY: Threw trash onto back of garbage truck.

FRIDAY: Threw trash onto back of garbage truck.

Mobile Home Park

1/20/2016 – 01/26/2016 - Arcadia Mobile Home Park Weekly Status Report

- The Park Association yearly yard sale was held Saturday. I was told proceeds were half the amount as last year.
- Was stopped by resident in the park telling me a background check was done on a man who was purchasing a mobile in the park and began to give me a 'third degree' regarding same. I talked with resident briefly, but did not appreciate his attitude.
- Collected the last of the rent this week for the month of February. \$19,586 was total received for this month.
- Ordered supplies for the office.
- Collected \$145 laundry proceeds for February, thus far.
- Preparing letter to mobile home residents who have abandoned or given deed to the City in preparation of removal of 5 mobiles.
- Spoke with Permit Department regarding 65 Colorado Avenue. Resident is enclosing carport making it into a lanai. She went to the City, but not the County. The County will be by to talk to her.
- Earl Moulton's boat is under the carport on 61 Colorado – again.
- It's very quiet today (Thursday) due to the cold and wind.
- I have noticed the new resident at 65 Colorado is enclosing what used to be the lanai, but now a carport. I asked County Permit Department if a permit had been obtained with the answer being no; however they received information from City permits stating resident had approached the City, but failed to get a permit. I proceeded to explain the lanai was being enclosed and the Permit Department should come down to look at it. That was done on Thursday. I can't tell if the work stopped or not. I had given this tenant an active prospectus prior to any construction and suggested to her she read it because it would help her follow the rules. Her carport is now full of all kinds of items that is not permissible and a make-shift dog pen.

- People in the park are going through the yard and carport at 72 Colorado and taking things that do not belong to them.
- Was out sick Friday.

Golf Course

To: Terry Stewart
From: Michael Kotzker
Date: Friday, February 26th, 2016
Subject: Weekly report for Golf Course for week of February 20th-February 26th 2016

Review Bills for payment.

Meet with Jason & Jett from Laman Field Maintenance and went over entire Golf Course.

I meet with my Maintenance staff each morning and afternoon.

Conduct our Friday meetings with my staff.

Oversee the changing of Cups & Pins on Tuesdays & Fridays.

Check all Satellites on Golf Course and make sure they have the correct sequence.

Total Revenue from 2/20-2/25 is \$6,629.96 plus \$497.21 sales tax.

Tuesday we had the Rally for the Cure Breast Cancer Awareness.

Met with Coca-cola to check there prices against Pepsi.

Do schedule for March.

Work with Beth on IFB on Re-Netting of Range Nets.

Effective Immediately the Driving Range will be closed as we cannot protect the 10th hole and US17 North until new Netting is installed.